

RAPID PRINTING COPY REQUEST FORM – CONTRACT # _____

Date: _____	Delivery Date Requested _____	Agency's Order #: _____
Invoice to: _____ _____ _____	Deliver to: _____ _____ _____	Agency will pickup (check below) _____
Agency Contact: _____	Phone #: _____	Signature of Approving Authority: _____

DOCUMENT NAME:

SIZE: (dimensions of finished sheet): _____	COPIES REQUESTED: (max.1500; see note at right)	NO. OF ORIGINALS	No. of copies X No. of originals = total impressions. Total no. of impressions cannot exceed 100,000.
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FINISHED PRODUCT TO BE: all single-sided _____ all double-sided _____ mixed, exactly per original sample _____
mixed, per special instructions: _____

PAPER - 20# bond, white(w/ or w/out 3-hole punch) or colors; 60# offset white or colors; 65# cover stock, uncoated, white or colors; clear acetate. Specify paper for both text and cover of book, if applicable:

DOCUMENTS TO BE INDIVIDUALLY BOUND AS FOLLOWS, IF APPLICABLE (check one):

Stapled _____ Rubber banded: _____ Slip Sheet separating each: _____ Shrink wrapped: _____
Mechanically (GBC)bound: _____ Plastic Coil Bound: _____ Saddle-stitched: _____ Thermal bound: _____

PACKAGING, IF APPLICABLE:

Single-sheet document to be padded: _____ sheets/pad (25 to 100)

Shrink wrapped: _____ documents/pkg.

OTHER REQUIREMENTS:

Folded (give instructions): _____

Tab Dividers (specify 3/bank; 5/bank; give instructions): _____

Drilling of holes (give instructions; NOTE: 20# white bond paper can come already pre-drilled w/standard 3-hole punch. If desired, specify this under PAPER; extra drilling charge not required.) :

OTHER SPECIAL INSTRUCTIONS: